The following rule applies to all employees except those employees covered by a collective bargaining agreement addressing this topic.

Definitions:
(1) The term “bereavement” as used in the university rules and the human resources policies refers to the death of a member of the employee’s immediate family.

(2) The term “immediate family” shall be defined as: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, mother, grandparent-in-law, father-in-law, mother-in-law, spouse, domestic partner, child, grandchild, legal guardian or person who stands in place of a parent (in loco parentis).

Use of accrued sick time:
Use of accrued sick time is subject to the approval of the employee’s supervisor/manager/director or designee.

Duration
An employee may use up to five working days of accrued sick time following the death of a member of the employee’s immediate family.

In accordance with divisions (F)(1) and (F)(2) of section 124.14 of the Revised Code, this rule supersedes any provision of the Revised Code or the Administrative Code covering the same subject matter, including by not limited to section 124.387 of the Revised Code.

Effective: July 15, 2012

Certification: Susan M. Stringer
Executive Assistant to the Board of Trustees and Senior Vice President for Administration and Finance
Date: June 29, 2012

Promulgated under: R.C. Section 111.15
Rule amplifies: R.C. 3361.03.